



Cardiff
Students'
Union

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FIND YOUR PLACEMENT

Helping you make the
most of your placement

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PLACEMENT**



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Introduction from your VP Heath Park

You're off on placement! Learning in practice is a core part of the student experience for healthcare students, and I hope you're excited. You'll have the opportunity to learn from active healthcare professionals, developing your practical skills to be a strong professional in your field.

It can be easy to feel detached while you're away, but your Students' Union is here to support you throughout your time as a Cardiff student – whether you're in Cardiff, Bangor, or even further afield. This booklet is here to let you know how we can help, and how your feedback can help shape the future of healthcare education.

I'm your elected representative as a Heath Park student, I'm here to help you make the most of your university experience, and I'm looking forward to meeting lots of you over the coming year. If there's any changes you'd like to make to your course, feel free to get in touch!

Alex Meers

**Vice President Heath Park
Campus 2023-24**



Support whilst you're on placement

Your academic school can continue to offer support while you're on placement. Individual named contacts can be found in Learning Central – look for the “Learning in Practice” organisation (Healthcare Sciences), or the “Placement Logistics” tab on your year page (Medicine). If in doubt, you can always get in touch with your Personal Tutor.

You can also access central University services while on placement, including financial and wellbeing support. For non-urgent issues, you can get in touch through Student Connect – all services normally available in Cardiff should be available online, with out-of-hours support where needed.

Contact:

Telephone – **029 2251 8888**

Email – **studentconnect@cardiff.ac.uk**

Website – **studentconnect.cardiff.ac.uk**

You can also access the independent Student Advice service, who offer appointments online where necessary and can often answer queries over email.

Contact:

Telephone – **029 2078 1410**

Email – **advice@cardiff.ac.uk**

Website – **cardiffstudents.com/advice**

Fitness to Practise

As you will know, if you are enrolled on a course that leads to professional registration, the University has a duty to ensure that you are fit to practise at all times throughout your course and on graduation. This is especially important when you are on placement, and it is key that you understand the right channels to raise concerns, if you have them, and how to reach out for support if you need it.

Very importantly, you are expected to be open and honest at all times and so must immediately report any circumstances which may adversely impact your (or anyone else's) Fitness to Practise to your School. These might be health issues, any police involvement resulting from your behaviour or alleged behaviour, other statutory body investigation or other issues of probity or breach of professional body standards. Failure to be open and honest can be seen as a far more serious issue than the original concern.



I'm not happy with my placement. What should I do?

If you feel that you need to raise an issue about your placement, it is important to do so appropriately and professionally, and using the appropriate procedures to safeguard from any potential Fitness to Practise concerns. Raising a concern in itself is not necessarily a reason for a Fitness to Practise referral, provided that you have done so in the correct way and using the correct process. When you're on the ward, or in clinic, it's important that you establish who you can go to with any concerns – this might be the Ward Manager or Practice Manager, or somebody else. If you don't know who you can go to with a concern – ask.

Sometimes, there might be an issue on your placement that you feel you need to make the University aware of. It's important to know that you should have a point of contact within your School that is responsible for placements – sometimes called a Practice Education Facilitator (a PEF), a Placement Officer, or there might be a designated member of staff who helps to support placements and students whilst they're away. If you don't know who this person is, contact your Undergraduate or Postgraduate Hub.



Social Media

Do not post any information about your placement on social media. Regardless of your privacy settings, 'Close Friends' or restricted access, social media is never private and is always permanent. Professional bodies will have their own guidance about use of social media on their websites, and you will be expected to adhere to these at all times whilst on placement and in academic study, so it's important that you're aware of these.

This includes:

- Naming the placement, University, hospital or placement setting in social media posts;
- Posting patient information, no matter if this is anonymised;
- Posting information about staff members, University, hospital or placement setting or your opinions on them.

If you have an issue on placement, you can contact Student Advice to discuss this independently, impartially and confidentially.



Something has happened on placement. What should I do?

Openness, honesty and candour are very important in healthcare settings, so it's important that if something has happened on the ward or in clinic, or another setting, you tell someone immediately in the interest of patient safety. Raising this sooner rather than later is likely to be a much better course of action than waiting until it's picked up or raised to you.

If you think something has happened on placement that could lead to a Fitness to Practise referral being made, contact Student Advice. We can discuss the circumstances with you and help you decide what to do next.

Wellbeing

The University could also initiate a Fitness to Practise investigation if they have concerns about your wellbeing. Again, you are expected to be open and honest at all times and so must immediately report any circumstances which may adversely impact your (or anyone else's) fitness to practise to your School.

It's important that you are aware of the support that is available for you, even though you're away on placement. Student Advice can facilitate online or telephone appointments, and we can talk through your options and the support available if needed.

Building Your Community

We understand that being away from Cardiff can be a lonely experience for some, and that's why we think it's important to remind you of the communities you can build whilst in and away from Cardiff.

Societies are often the best way to meet new friends and people who share common interests with you, these can sometimes be based on hobbies or even your course. You can find a full list of the societies available on our website cardiffstudents.com/activities/societies.

There are plenty of Health based student groups, which will have members just like you who will be on placement throughout the year.



Feeding back to improve your experience

We know that not everything always goes the way we want it to go, and that's why your feedback is important. It is only through hearing from you can the University make things right.

Every course at Cardiff University should have elected Student Representatives. You can find a list of all Student Representatives here: cardiffstudents.com/your-voice/ reps and if you want to get in touch with them but don't know how don't hesitate to drop our Student Reps team an email at StudentReps@cardiff.ac.uk.

If your school doesn't have any representatives and you're interested in becoming one then great! To put your name forward as a Student Academic Representative, you will need to contact the Student Rep Coordinator for your school, or speak to another member of staff who can pass your details onto the right person. If you are struggling to find the right person, contact the Student Voice team.



Elected Officers

The Students' Union also has a number of elected officers who are elected in our Spring Elections and are there to represent you. These include our full time Sabbatical Officers who take a year out of their studies to work on representing you, and our Campaign Officers who volunteer part-time alongside their studies.

Sabbatical Officers



Campaign Officers



**For further advice
and information
scan the QR code**



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